



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PERFORMANCE CONSULTANT II

Job Number: 20001736

Job Code: 93300V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/2000

Job Revised: 07/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Consults with state and local government leaders to design and administer agency training needs assessments; facilitates development of agency training plans and researches, designs, develops and independently conducts competency-based workshops based on training needs analysis and identified competencies; designs and develops training evaluation tools and methods; provides oversight/mentoring of other consultants; OR Consults with state and local government leaders to design and administer organizational diagnostic tools and techniques that identify organizational improvement needs; designs, recommends and facilitates data collection and data analysis methodologies; researches, designs, develops and facilitates organizational development intervention strategies to improve organizational performance; designs and develops organizational development evaluation tools and methods; provides oversight/mentoring of other consultants; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/supervision; or consulting, executive leadership or teaching.

Substitute EDUCATION for EXPERIENCE:

A master's degree in human resource development, organizational development, organizational psychology, public administration, business administration, communication or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/supervision; or consulting, executive leadership or teaching will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Consults with agency leaders to design and recommend training needs assessments and agency training plans. Researches, designs and develops customized workshops based on training needs analysis and identified competencies. Applies adult learning principles and training techniques to conduct specific, competency-based workshops including managerial skills, leadership principles, behavioral styles, training design and delivery, presentation techniques, individual performance management, organizational performance measurement, team effectiveness, project management, facilitation skills, strategic planning and use of organizational diagnostic tools and techniques. Evaluates the design and content of workshops to ensure the integration of competency-based learning into the entire training curriculum. Develops workshop examinations in accordance with testing theory and administers examinations. Consults with agency leaders to diagnose organizational needs such as clarifying direction, improving/redesigning processes, changing organizational culture, increasing effectiveness/efficiency, implementing quality principles and developing performance measures. Applies organizational development theory, tools and techniques to design, develop, recommend and facilitate intervention strategies for leading transformational change, solving business problems and improving organizational performance. Coordinates the design and facilitation or organizational development data collection and data analysis tools and methodologies. Conducts research on training and organizational development best practices. Designs and develops evaluation tools and methods to assess the impact of organizational development and training on agency outputs and outcomes. Provides consultation and facilitation to agency managers on job analysis and developing employment interview guides. Manages special projects. Evaluates and develops participant feedback instruments, customer feedback surveys and self-assessments. Develops theory-based models for training and organizational development. Coordinates unit scheduling and delivery of workshops and facilitated sessions at specific sites. Designs, recommends and completes documentation for reporting purposes. Leads and serves on internal teams, such as employment interviewing teams and process improvement teams. Manages internal processes. Provides oversight and mentoring of other consultants.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Employees will perform a majority of their duties in various offices, classrooms and conference rooms with daily interaction with large and small groups of people, frequent meetings and travel to various facilities throughout the state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.